



Hello,

Here at Surfleet Primary School we want to ensure all the children have the best experience they can in our school. We think you can have a huge part to play in achieving this.

Our children need you to support our school!

We are looking for enthusiastic parents, carers, family, friends and neighbours to come together to form our PTFA that will contribute exciting ideas and help organise amazing events for the children to enjoy.

We are looking to appoint members to form a new PTFA ready for January 2021.

If you would like to have one of the main roles listed below or just be a general member of the PTFA, please express your interest, via email, stating the role you would like to have and why you would be good for the position by the 3rd December to PTFA@surfleet.lincs.sch.uk.

Once all the applications are in, we will create an online survey where everyone is welcome to view the choices and vote for the people they feel will be best for each role.

The result of the vote will be revealed on the 17th December.

Chair

Role: To have the final say on PTFA decisions.

Key jobs: To make all committee members feel welcome and valued; to set the PTFA agenda; to provide leadership; to co-write the annual PTA report and liaise with the school.

Secretary

Role: To keep up-to-date records of PTFA activity.

Key jobs: To organise PTFA meetings; to prepare and distribute agendas and minutes; to build strong relationships with key school staff – including the office staff.

Treasurer

Role: To oversee the PTFA's financial affairs.

Key jobs: To manage accounts; liaise with school office and maintain up-to-date financial records.

Committee member

Role: To support the PTFA when time permits.

Key jobs: Offer ideas at meetings and help during events.

There is no obligation or expectation for you to attend all events and meetings. By expressing interest in this role you are free to offer support whenever you are able to do so.